



ARCHIVIST II

Characteristics of Work

This work involves the management of archival information resources. Incumbents in this classification are responsible for appraising archival information resources, and recommending disposal and destruction of resources of no archival importance; analyzing and describing resources; preparing access tools such as indexes, guides, accession lists, and bibliographies; reformatting information resources; and making information resources available for public use. Duties are performed under administrative direction or archivist of a higher level.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Appraises, accessions, organizes, and describes archival information resources regardless of media, including, but not limited to, paper, film, magnetic, and photographic.

Orders supplies needed to maintain good archival practices.

Answers inquiries concerning archival techniques or the archival collections.

Creates finding aids to information resources and maintains their timeliness and accuracy.

Assists the public in using archival information resources.

Performs basic conservation such as encapsulating paper documents, photocopying, and other types of reformatting.

Shelves/re-files boxes, folders, and other containers of information resources.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Organizes and describes archival information resources.
2. Appraises, accessions, and archival information resources.
3. Prepares and/or revises archival finding aids.
4. Provides access to archival information resources.
5. Performs basic conservation.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Color Vision: Ability to identify colors.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Taste/Smell: Ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The incumbent is frequently required to stand, walk and sit. The incumbent is occasionally required to stoop, kneel, crouch or bend, and climb or balance.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in History, Library Science, or a related field.

AND

Experience:

One (1) year of experience in the archival field.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in History, Library Science, or a related field.

AND

Experience:

Two (2) years of experience related to the above described duties, one (1) year of which must be in the archival field.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.